



# BROWN CIS IT Service Center

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## Using Zoom for Office Hours

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To Schedule Office Hours

Once you have [set up your Zoom account and installed Zoom on your computer](#), you can configure Zoom to hold office hours.

To schedule your office hours, follow the steps to set up a Zoom meeting from within your course in Canvas:

1. Open your course in Canvas.
2. [Update the Canvas Course Navigation](#) with the Zoom course tool.
3. From the left menu, click **Zoom**.
4. Click **Schedule a New Meeting**.

1. In the **Topic** header, name your Zoom meeting "Office Hours."
  2. Under **Time Zone**, check the "Recurring meeting" checkbox, then from the "Recurrence" drop-down menu, **select NoFixedTime**. (This will generate a meeting link that can be used at any time and will expire after 365 days.)
  3. Under **Meeting Options**
    - Deselect **Enable join before host**. (Students who join the meeting before you will see a notice to wait.)
  4. Under **Security Options**
    - Select **Enable waiting room**.
  5. Click **Save**.
5. Once your meeting has been created, you may: (a) copy the **Invite Attendees Join URL** (<https://brown.zoom.us/j/xxxxxxx>) and share it with your students via an Announcement or email; (b) click the **Copy the invitation link** to copy and send the

meeting information listed to your students via an Announcement or email; or, (c) tell students to access the meeting by clicking Zoom from the Canvas menu. In your message, make sure to also state when you will hold your office hours.

Tags

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